
	LOS LUNAS POLICE DEPARTMENT		
	ADMINISTRATION	NUMBER: ADM.06.01	EFFECTIVE DATE: March 4, 2010
	SUBJECT: Weapons		REVIEW DATE: March 20, 2014
	AMENDS/ SUPERSEDES:	NMSA: Article XX Section 1	
NMMLEPSC STANDARDS: _____ ADM.06.01		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature	

I. STATEMENT OF PURPOSE

A police officer's firearm is perhaps the most commonly perceived symbol of his authority and role. In the interest of public safety and police professionalism, the department sets herein high standards of performance for its personnel who use weapons. The department's policy ensures that members are properly trained not only in the use of appropriate firearms, but also in their maintenance. In addition, the department believes that off-duty use of weapons, plus the selection and wearing of on-and off-duty holsters must follow standards enforced by supervisors and the department armorer.

The purpose of this directive is to establish policies and procedures regarding training, approved weapons, and related equipment. Officers are not permitted to routinely switch back and forth between different handguns and types of handguns. During a shooting incident, it is imperative that an officer be able to instinctively operate an assigned or authorized weapon proficiently. Routinely switching weapons puts an officer at a distinct disadvantage which could be fatal.

No officer shall be permitted to carry a weapon until proper training has been received and the officer has qualified with the weapon. Each officer will be provided with a copy of the department's Use of Force policy prior to being allowed to carry a weapon. All officers, while on duty and within their jurisdiction, must have a department authorized handgun immediately accessible. Uniform officers must carry authorized handgun while on duty.

II. PRIMARY HANDGUN

- A. The Department shall inspect and approve each commissioned officers handgun.

1. All officers must carry approved handguns within the following calibers:
 - a. .32 caliber to .45 caliber
- B. While in an on-duty status, all officers will be armed with the department approved handgun carried in an approved holster. Only magazines and pouches authorized by the department will be carried.
- C. Any modifications must be approved by a firearms instructor, subject to final approval by the Chief of Police.
- D. All department issued firearms will be inspected twice a year by a firearms instructor and/or a department armorer. Unsafe weapons will be removed from service until repaired.
- F. All weapons issued or approved will be recorded with the weapon type, serial number, date of issue and officer it was issued to. This will be maintained by firearms instructors and/or armorers.

III. OFF-DUTY HANDGUN

- A. Officers may carry their department firearm while off duty. The weapon will be loaded with department approved ammunition and should be carried concealed. If an off duty weapon is carried in plain view the officer shall display his badge of office and have their commission card with them.

Exceptions:

Off-duty officers shall not carry a firearm while consuming alcoholic beverages.

1. Off-duty weapons shall be carried safely.
- B. Officers may carry a firearm other than their issued duty weapon, off-duty, if it meets the following guidelines:
 1. Firearms must be authorized by a firearms instructor and the department.
 2. Weapon will be a semiautomatic or revolver in a minimum caliber of .32 not to exceed .45 caliber. The officer must qualify with the weapons.

3. CONCEALABILITY is one of the reasons for going to a different type of off-duty weapon.
- C. Holsters, extra magazines or speed loaders are not required however are recommended for qualification or when the weapon is being carried off-duty. The weapon must be carried in a manner where it is safe and secure.
- D. All off-duty weapons to be carried must be authorized by a firearms instructor. Officers wanting to change weapons must qualify with the new weapon only at regular qualifications.
- E. All firearms will be inspected and approved by the firearms instructor and/or the department armorer prior to being carried.

IV. BACK-UP HANDGUN

Officers are authorized to carry back-up firearms that meet the same guidelines as stated in Off-Duty Weapons listed above, under section B. Back-up firearms are to be used as a last resort weapon when primary weapon has been exhausted or is inaccessible.

V. SHOTGUNS/RIFLES

A. Shotgun

1. The department may issue departmental shotguns, if available. The officer may carry their own personal shotguns following the below listed guidelines.
2. Personal shotguns must be approved by a firearms instructor subject to final approval by the Chief of Police. Officers must qualify with the shotgun prior to carry.
3. It is the responsibility of the officer to ensure that the shotgun remains in cruiser safe at all times to ensure there are no live rounds in the chamber. Cruiser safe is a shotgun with a full magazine, chamber empty, un-cocked, with safety on while inside the police unit.
4. It will be the responsibility of the officer leaving the unit for service to remove the shotgun and ensure they are secured in a safe place.
5. It will be the responsibility of the officer assigned that unit service to remove the shotgun and ensure they are secured in a safe place.
6. It will be the responsibility of the officer assigned that unit after service, to return the shotgun to the vehicle.

7. All shotguns will be inspected once every four months by a firearms instructor or department armorer. Unsafe weapons will be removed from service until repaired. The firearms instructors and/or department armors will schedule inspections.
8. All shotguns will be maintained in a state of operational readiness.

B. Rifles

1. Department issued or approved personally owned rifles will be carried.
2. It is the responsibility of the officer to ensure that the rifle, while being carried in the unit, has an empty chamber.
3. Each officer having an assigned or personally owned rifle will carry only department issued ammunition and maintain rifle in an approved case or rack.
4. It will be the responsibility of the officer leaving the unit for service, to remove the rifle and ensure they are secured in a safe place.
5. It will be the responsibility of the officer assigned that unit after service, to return the rifle to the vehicle.
6. All rifles will be inspected once every four months by a firearms instructor or department armorer. Unsafe weapons will be removed from service until repaired. The firearms instructors and/or department armors will schedule inspections.
7. All rifles will be maintained in a state of operational readiness.

C. Classroom instruction

All police department personnel shall, if duties require carrying firearms, receive classroom familiarization with their firearms before obtaining permission from the firearms instructor to enter the firing range.

VI. GAS GUNS AND TEAR GAS

- A. Only members assigned by the SWAT Commander are authorized to use gas guns and tear gas.

- B. The SWAT Commander is responsible for coordinating the cleaning and maintenance of 12 ga. Shotguns which will fire barricade projectile CS liquid irritant.

VII. AMMUNITION

A. Duty Weapon

1. The only ammunition that officers will carry in their handguns and magazines is that which is issued by the Department.
2. Officers shall inspect all rounds prior to loading their weapon and make periodic inspections for damaged rounds.
3. Department issued ammunition will be used and replaced on an annual basis.
4. Ammunition used for firearms training and qualifications will be provided by the Department.

B. Off-Duty/Back-up Weapon

1. The department may supply ammunition if it is available and financially feasible, with approval of the Chief of Police. Otherwise, Officers must supply their own ammunition which must be approved by the Range Master.
2. No armor piercing, incendiary, Glazier safety slug, or remanufactured ammunition will be authorized.
3. Ammunition must be replaced at least annually.
4. Ammunition used for qualifications must be provided by the officer.

C. Other Authorized Departmental issued weapons

1. Officers will only carry department issued shotgun rounds in the department issued shotgun.
2. Officers will only carry department issued rifle rounds in the department issued rifles.
3. Officers authorized to carry other department issued firearms will carry it loaded with department issued ammunition.

VIII. HANDLING OF FIREARMS

- A. The authority to bear firearms carries with it an obligation and responsibility to exercise discipline, restraint, and good judgment in their use. The officer must keep in mind that when firing a weapon, there always exists a danger to innocent parties.
- B. As a general rule, when in presence of the public, a handgun should be drawn only when the officer or his/her superior has sufficient cause to expect it will be used and the officer is preparing for its use. Shoulder weapons (long arms) may be displayed as their use may require.
- C. If possible, some warning should be given before engaging in the use of deadly force.
- D. A handgun, rifle or shotgun muzzle shall not be held in direct contact with an individual, except as a last resort.
- E. Firearms shall be secured as soon as practicable after determining that the use of deadly force is not necessary.
- F. Officers shall not exhibit any weapon within the police building or grounds. An officer's weapon may be removed from his holster to be placed in a secure area or during a weapons inspection.
- G. Officers shall not load or unload any weapon inside the police building unless the weapon is being processed for a criminal offense or for an inspection by a supervisor.

IX. DISCHARGE OF FIREARMS

- A. Officers may discharge a firearm under the following circumstances:
 - 1. To safely destroy an animal that represents a threat to public safety; as a humanitarian measure where the animal is seriously injured and other alternatives have been exhausted
 - 2. During range practice or competitive sporting events
 - 3. For ballistics and scientific testing
 - 4. In defense of a life
- B. Firing a weapon should be for the intent of rendering the person at whom the weapon is discharged incapable of continuing the activity prompting the officer to shoot.
- C. Warning shots are prohibited.

- D. Firing a weapon at or from a moving vehicle should not be considered except as the ultimate measure of self-defense or defense of another when the suspect is using deadly force.

Under no circumstances will an officer fire at a moving motor vehicle with the intent of rendering the motor vehicle incapable of being operated. However, an officer may, under extreme circumstances, discharge his weapon at a suspect inside a moving motor vehicle with intent to stop the suspect's action(s).

- E. Firing at a fleeing person will not be considered justified unless the officer reasonably believes that the person he/she is considering shooting poses an imminent threat to human life.
- F. When an officer discharges a firearm accidentally or in the line of duty, except at firearms qualifications, his immediate supervisor will be notified as soon as possible, but never later than the conclusion of his tour-of-duty.
- G. When a duty firearm is discharged, on or off-duty, the officer shall file a written Use of Force Report of the incident through established channels to the Chief of Police.

If an officer is unable to write the report, the duty supervisor will ensure the necessary reports are properly prepared and forwarded.

- H. Division Commanders shall review reports of discharge of firearms with the assistance of the supervisor in charge. The division commander will investigate the facts and will submit a report of his findings and recommendations. A copy of the report will be forwarded to the Chief of Police

X. CARE OF WEAPONS

- A. All officers are responsible for maintaining assigned and approved weapons and keeping them clean.
- B. Willful or negligent damage to a department approved weapon by an employee shall not be tolerated. Incorrect or negligent use of a weapon is prohibited.
- C. All officers shall, by every practical means, secure all weapons from unauthorized access. Department approved firearms shall not be left in unsecured vehicles while on-duty or off-duty or when the vehicle is unattended for extended periods of time. Weapons shall be removed from an officer's assigned vehicle and secured during his regular days off and during off hours. Furthermore, officers will assure that weapons are not

left unsecured or unattended during workout or personal times while at the police station.

- D. Officers are responsible for inspecting their approved weapons for safety and maintenance needs and ensuring that the weapon is safe and functional at all times. Weapons shall be subject to random and monthly inspections by a supervisor for proper lubrication and cleanliness.
- E. All repairs on department issued weapons shall be performed by Department Armorer or certified gun smith coordinated through the Range Master.
- F. Department weapons found to be defective shall be delivered to the Department Armorer for repair. If necessary he will issue another weapon for use during this repair period.
- G. All weapons stored at home should be secured with a gun lock. All officers should utilize this lock to secure the weapon, separate the firearm from the ammunition and keep out of the reach of children and other inexperienced or unauthorized persons.

XI. FIREARMS QUALIFICATIONS

- A. Firearms qualification courses are mandatory for all officers, and courses will be scheduled throughout the year. The Range Master or firearms instructors will post the dates and times for officers to qualify.

Firearms qualifications will include a minimum of two (2) pistol qualifications and one (1) shotgun qualifications (bean bag) for all officers. There will be one (1) off-duty qualifications for officers authorized to carry off-duty weapons other than their duty weapon. There will be one (1) qualification for other department issued firearms; long rifle. These courses will be offered throughout a calendar year.

If it is necessary for an officer to miss a qualification, a written request will be submitted and approved by the Lieutenant. At the discretion of the Lieutenant, those officers who have missed a scheduled qualification during the year will be scheduled for makeup shoot by the end of the year.

- B. Every commissioned officer must maintain a minimum shooting score as stipulated by the Range Master/New Mexico Law Enforcement Academy. Officers must shoot approved courses with their issued and/or approved personal duty weapons and approved off-duty weapon.
- C. If an officer is unable to qualify, completion of a remedial training course will be required. This remedial training will be conducted in lieu of

normally scheduled assigned duties until the officer successfully completes remedial training and qualifications.

If after a reasonable time, the firearms instructor and the Patrol Commander determine that an officer cannot qualify, a detailed report shall be submitted to the Chief of Police. The officer shall be placed on Administrative unarmed duty in civilian clothes pending a determination of the officer's employment status.

- D. If an officer fails to qualify with the back-up handgun or off-duty handgun, the officer shall not carry that weapon until qualification requirements are met. Notification of the officers' immediate supervisor will be made.
- E. Because this training is mandatory, any unauthorized absence of commissioned officers at this training is subject to disciplinary action.
- F. Certain circumstances may excuse an officer from scheduled qualifications (illness, injury, pregnancy). The officer is required to qualify immediately upon returning to full status capacity.
- G. All firearms training will be conducted by certified firearm instructors.
- H. All training and proficiency demonstrations will be documented and maintained at the Department Armory. The range master will inspect all firearms records once every four months.

XII. FIRING RANGE PROCEDURES

The object of the firearm section is to provide training in the use of department approved weapons. It is the officer's responsibility to conduct themselves in a mature manner and use common sense in safe handling procedures with handguns, shotguns, and rifles. The following range rules and firearms safety standards will be followed by everyone engaged in firearms training. Infractions of, or disregard for, firearms safety will be dealt with promptly and firmly by the firearm's staff and may be subject to disciplinary action:

- A. Safety Rules and Regulations
 - 1. Each time a weapon is picked up for any purpose, point the weapon in a safe direction, open the action and make a visual and physical inspection to ensure that it is unloaded. Never trust your memory, and consider every weapon as loaded until you have personally proven otherwise. Never turn in or accept a weapon unless the action is open.

2. Do not leave a loaded weapon unattended. Un-holstered weapons will have actions open at all times when not being fired. Shotguns will have the action bar to the rear, port side up and rifles will have the bolt locked to the rear, ejection port up with safeties in the safe position
 - a. Semiautomatics - When not holstered a semiautomatic will be carried with the magazine removed, the slide locked to the rear, the muzzle pointed down, with the strong hand holding it by the grip.
 - b. Shotgun/Rifle – When transporting a shotgun/rifle, the weapon will be carried muzzle down with the action open and the safety on.
3. Do not place your finger within the trigger guard until you are pointing the weapon at the target. This is especially important when drawing the weapon from the holster.
4. Do not load until the command is given. NEVER anticipate a command. All range commands will be given by the firearms instructor.
5. The muzzles of all weapons will be pointed downrange at all times when not holstered, but at no time will point over the top of the backstop.
6. Do not handle a weapon on the firing line while there is someone downrange. Dry firing is allowed only on the firing line under the supervision of an instructor.
7. No conversations are allowed between participants while on the firing line.
8. If you drop a weapon accidentally, report this fact to an instructor who will immediately inspect your weapon to ensure that it can function.
9. Holstered weapons will be snapped in at all times except while in the process of being drawn.
10. The actions of all weapons will be open when being carried to and from the range, or the weapon will be holstered.
11. Never bend over to retrieve dropped ammunition during loading or unloading procedures. You will be permitted to do so after the line has been declared safe. You will also be instructed when to pick up magazines or other dropped equipment.

12. Do not remove any live ammunition from the range. All unfired rounds will be returned to an instructor after the day's firing has been completed.
13. Do not fire at a target that has turned on the edge position.
14. Anytime you observe an unsafe act that endangers someone, you have the responsibility to shout, "Cease Fire", raise your non-shooting hand and report the incident to an instructor.
15. Any injury sustained during firearms training, no matter how minor it may seem, will be reported immediately to an instructor.
16. For your protection, it is mandatory that all officers wear ear protection while engaged in live fire on all ranges. It is recommended eye protection be worn when shooting on the range and mandatory when shooting steel targets.
17. When you are instructed to step up to the firing line, remain there unless told to do otherwise.
18. Staple guns should always be handled carefully as the staples will be under spring tension. Do not put your hands behind the target cardboard when stapling targets.
19. Keep talking to a minimum while at the firing ranges. Exercise courtesy while others are shooting or engaged in classes.
20. Do not turn around on the firing line or look behind you unless instructed to do so.
21. When arriving or leaving the range weapons will be secured in a holster.
22. Any loading/unloading or checking the condition of a weapon will be done either on the firing line or at a side safety berm as directed.
23. During drawing and/or holstering sequences the trigger finger shall be in register (along the side or frame of the weapon).
24. When at "Ready Gun" position, the trigger finger shall be in register.
25. Horseplay, practical jokes, or other such action is prohibited
26. The Range Master is the ultimate authority on the range. Range discipline will be enforced by the Range Master and firearms instructors.

B. General Range information

1. Weapons

- a. Each time a weapon is issued or turned in open the action to ensure the weapon is unloaded.
- b. Weapons will not be abused. Never force an action open. If weapon will not function contact a range instructor.
- c. Modification will not be made to any department issued weapon unless authorized by the Range Master.

2. Leather Gear

- a. A complete set of leather gear will be worn during qualification courses unless otherwise specified for the course of fire.
- b. If a holster or ammo carrier is excessively worn or does not function properly, notify an instructor.

3. Facilities and Equipment

- a. Range equipment is not to be abused. Any broken equipment should be reported to an instructor.
- b. Range will be kept clean at all times. Range equipment will be appropriately cleaned at the end of the day following firearms qualifications.
- c. Officers who are firing will be responsible for cleaning up their area.

XIII. DEFENSIVE EQUIPMENT

A. ASP Baton

- 1. The ASP expandable baton is the only baton authorized for carrying and use by officers of the Department. Personal ASP must be approved.
- 2. The ASP is issued to all commissioned officers. Uniformed officers who are considered first responders are required to carry the ASP in the appropriate manner while on duty. Other uniformed officers and non-uniformed officers may carry the ASP at their discretion.
- 3. Officers are not approved to carry an ASP until successful

completion of approved baton training.

4. If an officer's authorization to carry the baton is revoked, the Baton instructor shall notify the officer's supervisor.
5. Officers are responsible for maintaining the ASP baton so that it is safe and reliable for use.
 - a. Damaged, warped or incomplete batons must be reported immediately to the officer's supervisor for repair or replacement.
 - b. No alterations or modifications shall be made to the ASP without the approval of either the Defensive Tactics Coordinator or the Patrol Commander.
6. On a periodic basis, in conjunction with firearms qualifications, officers will complete continuing training under the supervision of a certified Baton instructor. This allows officer's to continue demonstrating proficiency. This proficiency demonstration will be documented.

B. Chemical Spray

1. Oleoresin Capsicum spray, otherwise known as OC Spray, is made with the plants from the genus capsicum, and is the only chemical spray authorized for use by this Department. Peppers are the active ingredient in OC Spray which comes in concentrations of 5% and 10%.
2. No officer shall be issued or authorized to carry or use chemical spray until the officer has successfully completed a course of training under the direction of a NMLEA certified instructor. Officers must be specifically authorized to carry chemical spray.
3. Los Lunas Police Department recommends all officers to carry and be certified in the use of OC spray as this provides the officer with an additional tool for officer safety issues and is listed as one of the responses in the RCM (Reaction Control Model). However, Officers may carry OC at their discretion.
4. Officers who have been authorized to carry chemical spray shall be required to attend a training session at least once per year. This training will be documented by the instructor and turned over to the Department Training Coordinator for documentation.

5. An instructor may revoke an officer's authorization to carry chemical spray if the officer fails to demonstrate proficiency.
6. An officer's authorization to carry chemical spray may be revoked with cause by a supervisor.
7. If an officer's authorization to carry chemical spray is revoked, the instructor will notify the officer's supervisor and the Training Section by memorandum.
8. Only department issued chemical spray may be carried.
9. Officers shall not alter or modify the chemical spray canister or any part of the trigger mechanism in any manner.
10. The OC spray canister shall be inspected on a monthly basis by the officer's supervisor.

C. Taser

Officers shall carry and use only department approved Tasers that the officer has received appropriate training for by a certified Taser instructor.

D. Knives

1. The knife is not to be used as a defensive weapon except in extreme situations.

E. OS2 Officer Survival Shield

1. Officers shall carry and use only department approved OS2 Officer Survival Shields.
2. Officers may deploy OS2 shields using reasonable discretion when the officer(s) is/are threatened with bodily harm and/or when other persons are threatened with bodily harm.
3. Officer may deploy OS2 shields using reasonable discretion when using lethal or less than lethal force options.
4. Officers are not required to deploy OS2 shields when deploying lethal or less than lethal force options.
5. Officer shall receive annual training with the deployment of the OS2 shields incorporated within annual firearms, OC spray, expandable baton, and defensive tactics training.

F. Other

1. Under emergency conditions an officer may use whatever weapon is available.